

VMR - VRO GUIDELINE -
WHO TRACKS THE REQUEST
FOR PAPERWORK FROM A VENDOR
PRIOR TO DECEMBER 31, 2007

Checklist Reference – Recording the Receipt of Paperwork (W-9/W-8)

Definition of Paperwork: W-9/W8 or an authorized substitute form.

Business Unit: state agency or institution of higher education

VRO: Vendor Registry Office

VRO will initiate and track requests for paperwork to those vendors who existed on the database prior to December 31, 2007. Vendors added after December 31, 2007, will need paperwork prior to being added to the database.

Which vendors will be contacted by VRO for paperwork?

1. All vendors paid by the state who existed on the database prior to December 31, 2007, who have not already filed the proper paperwork.
2. VRO will track how many times a request for paperwork has been sent to a vendor.

Why is it necessary to track vendors who have not submitted a W-9?

1. Because if there is an IRS audit, all business units will need to prove “due diligence” in the collection of paperwork.

How does this affect a business unit?

1. If a business unit needs to pay a vendor who has been inactivated because of lack of paperwork, the business unit will need to contact the vendor and request the proper paperwork. The vendor will not be reactivated and payments will be held until the paperwork is received.

How do I find out if the proper paperwork has been received?

1. The receipt of all paperwork is recorded on the vendor record on the ‘Identifying Information’ tab under the ‘Government Classifications’. See Checklist – *Recording the Receipt of Paperwork (W-9s/W-8s)*.

Who records that the paperwork has been received?

1. Either the business unit or the VRO, depending upon who received the paperwork.

How is an institution of higher ed supposed to handle the receipt of paperwork for an existing vendor?

1. Record the receipt of the paperwork in the Government Classifications. See Checklist – *Recording the Receipt of Paperwork (W-9s/W-8s)* for detailed instructions.

VMR - VRO GUIDELINE -
WHO TRACKS THE REQUEST
FOR PAPERWORK FROM A VENDOR
PRIOR TO DECEMBER 31, 2007

2. The institution is to retain the paperwork unless a request for paperwork is made by VRO or another institution.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.